



Department of ADMINISTRATIVE SERVICES *Job Postings*



Department of Economic and Community Development State Historic Preservation Office Director of Historic Preservation and Museums

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: One Constitution Plaza, Hartford, CT 06103

Job Posting No: 11409

Hours: Full time, 40 hours per week

Salary: Grade MP-65 (\$86,813 - \$118,362 annual)

Closing Date: **EXTENDED to October 7, 2016**—applications must be received no later than 5:00 PM

Eligibility Requirement: This is an unclassified, management position open to all applicants who meet the experience and training requirements established in the DAS Class Specification for class code 2562, which can be viewed by accessing this link <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=7298>.

General Information: Reporting to the Director of Culture, and serving as the Deputy, the Director of Historic Preservation and Museums will assist in administering the historic preservation and museum initiatives of the agency to preserve and promote the state's significant historic assets and to coordinate with other local, state and federal programs to incorporate historic properties and cultural strategies with Connecticut's overall economic development.

Essential Functions: Refer to Examples of Duties listed on DAS Class Specification 2562. Specific functions include:

- Directing and evaluating the staff of the State Historic Preservation Office and the staff of all DECD State Museums.
- Managing the daily operations of historic preservation and museum initiatives and programs.
- Planning, coordinating, analyzing and managing cultural programs, activities and publicity.
- Interpreting and administering pertinent laws, developing (or assists with developing) pertinent policies, and assuring compliance with all federal and state requirements for historic preservation.
- Designing and implementing programs for the field of historic preservation, restoration, education, tax credits and technical assistance.
- Overseeing the operations of agency-operated museums, including capital improvement projects.
- Preparing budgets and reports, such as the Historic Preservation Fund annual application and year-end report.
- Negotiating and administering contracts.
- Serving as Deputy State Historic Preservation Officer and as liaison to the Historic Preservation Council and State Historic Review Board, and representing the agency at meetings of professional and community organizations.
- Participating in meetings of the Culture and Tourism Advisory Committee.
- Acting on behalf of Director of Culture in his or her absence, and performing related duties whenever necessary.

Knowledge, Skills and Abilities: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of preservation policy and economic development incorporating historic assets; considerable knowledge of research source materials; considerable knowledge of American history with particular emphasis on history and architectural history of Connecticut; knowledge of cultural strategies; knowledge of principles of museum administration and curatorial practices; considerable oral and written communication skills; interpersonal skills; supervisory ability.

General Experience: Nine (9) years of professional experience in the study, research and preservation of historic sites, structures, artifacts, and administration/management of programs related to these fields.

Preferred Experience: As this is an upper-level management position, a degree in historic preservation or a closely related field combined with at least five (5) years of experience in an administrative capacity is preferred. Experience managing museums is preferred.

Application Instructions: Interested and qualified applicants should submit a cover letter that describes their interest and suitability for the position, a resume, and an Application for Employment (Form CT-HR-12) to:

Joe Olender, Human Resources Specialist
Department of Administrative Services, Small Agency Resource Team—SmART Unit
165 Capitol Avenue, 5th Floor East, Hartford, Connecticut 06106

Confidential Fax (preferred method of submission): 860-622-2833

Materials may be attached to email and sent to Joseph.Olender@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.